

DDA [initials]
File Records

20 September 1974

MEMORANDUM FOR: Deputy Director for Science and Technology
Deputy Director for Intelligence
Deputy Director for Operations
Deputy to the DCI for the Intelligence
Community
Deputy to the DCI for National Intelligence
Officers
General Counsel
Legislative Counsel
Inspector General
Comptroller

SUBJECT : Annual Records Management Conference

1. The Annual Records Management Conference is scheduled for 16 and 17 October 1974 [redacted] A STAT
third day, 18 October, has also been reserved by those wishing Directorate sessions.

2. Mr. Colby will kick off this year's Conference in the Headquarters Auditorium from 1400 to 1500 hours on 11 October. Although the Conference is primarily for Records Management Officers, you and your senior officers might want to attend this session with the Director.

3. The Conference this year will consist of a series of seminars on subjects most frequently requested by Records Officers. Time for Directorate sessions has been made available for the discussion of internal matters. The Conference coordinator will contact your Directorate Records Management Officer requesting assistance in determining the personnel who plan to attend.

4. I urge the heads of all Agency components to allow their records management personnel to participate in the Conference.

[redacted]
STAT

John F. Blake
Deputy Director
for
Administration

cc: AO/DCI

Chrono Subject

DD/A Registry
File Records

20 September 1974

MEMORANDUM FOR: Director of Medical Services
Director of Communications
Director of Finance
Director of Logistics
Director of Joint Computer Support
Director of Personnel
Director of Security
Director of Training

SUBJECT : Annual Records Management Conference

1. The Annual Records Management Conference is scheduled for 16 and 17 October 1974 [redacted] A third day, 18 October, has also been reserved for those wishing Directorate sessions. STAT

2. Mr. Colby will kick off this year's Conference in the Headquarters Auditorium from 1400 to 1500 hours on 11 October. Although the Conference is primarily for Records Management Officers, you and your senior officers might want to attend this session with the Director.

3. The Conference this year will consist of a series of seminars on subjects most frequently requested by Records Officers. Time for Directorate sessions has been made available for the discussion of internal matters. The Conference coordinator will contact your Directorate Records Management Officer requesting assistance in determining the personnel who plan to attend.

4. I urge the heads of all Agency components to allow their records management personnel to participate in the Conference.

[redacted]

STAT

John F. Blake
Deputy Director
for
Administration

ADMINISTRATIVE—INTERNAL USE ONLY

Chrono. Subject